

**Income Maintenance Advisory Committee
Department of Health and Family Services and
Department of Workforce Development**

MINUTES

Thursday, April 18, 2002
GEF III, Room 041
Madison, Wisconsin
1:00 p.m. – 3:30 p.m.

County Attendees: **Jackie Bennett**, Racine Co. WDC, **Maxine Ellis**, Washington Co. DSS, **Sara Shackleton**, Dane Co. DHS, **Jane Huebsch**, Marathon Co. DSS, **Ed Kamin**, Tri-Chair, Kenosha Co. DHS, **John Rathman**, Outagamie Co., **Sue Schmitz**, Waukesha Co., **Sheryl Siegl**, Winnebago Co. DHS, **Bob Macaux**, Florence Co., **Nan Pahl**, Brown Co. HS, **Lynn Brenner**, Calumet Co. DHS, **Felice Riley**, Milwaukee Co. DHS, **Michael Poma**, Milwaukee Co. DHS, **S.J. Ross**, LaCrosse Co. DHS.

State Attendees: **Cheryl McIlquham**, Tri-Chair, DHFS/DHCF/BHCE, **Rick Zynda**, Tri-Chair, DWD/DWS/ONSPI, **Jim Jones**, DHFS/DHCF/BHCE, **Amy Mendel-Clemens**, DWD/BPS/Call Center, **Jill Jokela**, DWD/ASD/BITS, **Marilyn Rudd**, DWD/DWS/ONSPI, **Susan Wood**, DHFS/DHCF/BHCE, **Mary Rowin**, DWD/DWS, **Vicki Jessup**, DHFS/DHCF/BHCE, **Kathy Gugel**, DHFS/DHCF/BHCE.

GENERAL ADMINISTRATIVE ANNOUNCEMENTS

February 2002 minutes were approved with no comments or changes.

(Note: Minutes are available on-line on the Internet Partner Page –
<http://www.dwd.state.wi.us/desw2/imac/minutes/2001/2001-minutes.htm>

Minutes for 2002 will be accessed on the Internet Partner Page –
<http://www.dwd.state.wi.us/desw2/imac/minutes/2002/2002 – minutes.htm>

ADMINISTRATIVE ITEMS

IMAC and W-2 Contract Implementation Committee (CIC):

Ed Kamin informed the committee that the CIC will be electing a co-chair for CIC. The co-chair will attend TAC meetings. Election date for this position is scheduled for April 19, 2002.

Farm Bill Update:

Rick Zynda updated the committee that a final decision on the Farm Bill has not been made. In the Conference Committee of the Senate and House \$6.4 billion has been allocated for increased costs for nutrition services, which includes food stamps. The immigrant provision is causing disagreements within the committee. If the immigrant provision is eliminated there would be \$2 billion available to be used for other parts of the Farm Bill. One proposed amendment of concern is to require verification of "legal immigrant" status, to prevent illegal immigrants from receiving food stamps. States consider this a large administrative burden, very difficult to determine if someone is illegal. Rick stated that quality control revisions were still in the present bill. A decision by the conference committee could be as early as April 19, 2002. (Note: As of April 22, the committee continues to meet.)

Update on Random Moment Time Study:

Mary Rowin, DWD, updated the committee on RMS. She explained that DWD does not have an approved cost allocation plan with DHHS. She said that DWD plans to meet with federal officials to help them understand that DWD is not the only state agency concerned when it comes to cost allocation. DWD has not replied to WCHSA's letter because DWD is hoping to reply jointly with DHFS and a joint response takes longer to accomplish. Also, Mary explained that DWD will communicate what is happening with RMS pilot to all agencies via the partner page or a list serve. She said that the pilot is going to start in May, after Dane County is trained. The pilot counties are: Barron, Burnett, Dane, Pierce, Polk, Rusk and Taylor; (Price threw its hat in as well, but that was not known at the time IMAC met). The pilot will last three months. The State will work with the pilot counties to conduct the look back, i.e., a comparison of the outcome of cost allocation as it is conducted now versus the results under RMS. The pilot will help determine whether RMS is less work and more accurate than current approaches. Mary said that the pilot will help determine what effect, if any, the RMS has on IM allocations. Mary said that if any county was still interested in becoming a pilot they are still able to do so. The State will reconvene the Advisory Committee after the pilot is completed to discuss the outcomes of the pilot.

FOOD STAMP PROGRAM

Transfer to DHFS:

Susan Wood explained that the Food Stamp Program transfer will occur on July 1, 2002. At that time, funding for the program and FTEs move to DHFS. A detailed food stamp transfer report will be submitted to DOA by May 1, 2002. For the present time there will be no physical move of staff because of space issues. The Food Stamp Program will become a new Bureau of Income Maintenance Administration under the Division of Health Care Financing. The new bureau will temporarily report to Susan Reinardy, Administrator of the Division of Management and Technology.

Susan explained that DHFS will purchase services, such as CARES and other IT services from DWD and that DWD will continue to administer the Food Stamp Employment and Training Program. There are four other units that provide services to multiple programs - the Fraud and Collections Units, the Call Center and Partner Training. In response to issues raised by state and local staff, it has been decided that these units will be maintained as intact units and they will not be divided across the two departments. Decisions on where they report will be finalized soon.

IM Contracts:

An update was also provided on IM contracts. The 2003 IM contract will be a contract between the local agency and DHFS. DWD will not be a party to the future contracts because they will not administer IM programs beginning July 1, 2002. DHFS plans to incorporate the IM provisions as an addendum to the existing DHFS-county contract. A draft version of the IM addendum will be ready in May for discussions with the Economic Support Technical Advisory Committee of WCHSA. It was also noted the Potawatami tribe will become an IM agency as of October 2002. This will mean that the 2003 IM funds, of approximately \$57mn, will be redistributed between 72 counties and seven tribes. The Potawatami tribal agency will receive \$97,000 for its annual contract, which is the standard amount for an agency with less than 200 unduplicated cases.

Bob Macoux noted that the \$97,000 is not adequate for one year of operation, no matter what the size of the agency.

Waiver Update:

Rick Zynda informed the committee that two Food Stamp Program waivers had been approved. They are the ABAWD and Child Support Income waivers. Operation Memos will be sent to agencies in the

very near future. The Standard Utility Allowance waiver has not yet been acted on by the federal agency.

SENIORCARE UPDATE

Implementation:

Cheryl McIlquham gave an update on SeniorCare implementation. Cheryl explained that BHCE is in the final stages of completion of the application form and instructions. The SeniorCare application will be a simplified application form similar to the Family Medicaid Application. It will look different than other Medicaid applications as the application will be scanned. The application instruction booklet will be eight pages. The instructions include general information, help in determining income, rights and responsibilities and fair hearing information. The application and instructions will be available in June for training purposes only. The application and instructions will be available to the public beginning in July.

Training:

Training will take place to help train senior network staff to assist seniors in filling out the applications. Trainings will begin in June. BHCE will prioritize training based on network needs and BHCE staff availability.

The state will start accepting applications in July 2002, with benefits to begin September 1, 2002.

Central Application Processing Operation (CAPO):

Customer service and processing of applications will be done by a Central Application Processing Operation (CAPO). CAPO will be housed outside of DHFS. CAPO will be staffed through the fiscal agent and some public workers. There will be a recruitment for LTEs for the high volume time period. It is expected that 70% of the applications will come in the first three to four months. The remaining 30% will come in over the next nine-month period.

Review Process:

There will be an annual review process for SeniorCare. A preprinted scannable notice will be mailed to those on SeniorCare. The notice will list all current information in CARES and will have space for information to be added or changed. Seniors will be asked to make any appropriate changes and return the notice by mail. Eligibility and the next review date will be reestablished based on the new information provided.

Quality Assurance:

A quality assurance implementation plan has been put in process. Income that is reported will be monitored.

Waiver:

Presently SeniorCare is funded 100% GPR. The DHFS is seeking a MA waiver. Many of the policies for SeniorCare are aligned with Medicaid within the context of the SeniorCare statutes for this purpose.

Concerns and Questions:

Concerns were raised on how counties would know where to send those interested in applying for SeniorCare. It was explained that county area aging networks would likely coordinate with the county economic support offices regarding the availability of local assistance for seniors interested in the program. Other sources will be the SeniorCare hotline and the SeniorCare website. The SeniorCare

website will also have a prescreen web page for seniors to complete to see if it appears that they would be eligible for SeniorCare prior to completing an application.

A question was raised regarding ADA requirements. It was explained that the hotline had TTY services and that translation services would also be available. The instructions to the application will be printed in Spanish, Hmong and Russian.

There was a concern that the SeniorCare Hotline number was not available and that the only information the counties could provide was the Fact Sheet. Cheryl explained that the hotline number would be available in June.

The question was asked how many seniors were expected to be enrolled in SeniorCare. BHCE expects that 300,000 to 400,000 seniors will apply for SeniorCare. By the end of the first year BHCE expects that 160,000 will be participating in the program.

FAMILY PLANNING WAIVER

Cheryl gave an update on the Family Planning Waiver. She explained that the 1997 Budget Bill required DHFS to seek a family planning waiver. The waiver was submitted in June 1999. DHFS expects waiver approval soon.

Implementation is planned for January, 2003 and will be administered at the county level. It is projected that there will be 47,000 participants once fully implemented. There is no additional funding for the Family Planning Waiver.

Eligibility Requirements:

- Must be a woman between ages 15 and 44.
- Income limit of 185% of the FPL.
- No asset test.

Covered Services:

- General office visits.
- Limited lab.
- Contraceptives.

DHFS will receive cost estimates for automation of the Family Planning Waiver in CARES. There will be a PE component to Family Planning. The PE component can be implemented prior to completion of the CARES modifications to ensure a January start date.

SSA OUTREACH

Jim Jones provided information and a handout on SSA Outreach for Medicare Premium Assistance programs (QMB, SLMB, etc.). SSA is conducting a legislatively mandated outreach project to provide information to individuals who may be eligible for the Medicare Savings Programs. These include, Qualified Medicare Beneficiaries (QMB), Specified Low-Income Medicare Beneficiaries (SLMB), Qualifying Individuals 1 (QI-1) and Qualified Disabled Working Individuals (QDWI).

SSA will conduct a staggered, outreach mailing in Wisconsin beginning May 10, 2002. Approximately 344,000 letters will be sent to Wisconsin residents over a six-month timeframe.

SSA will include state-specific income, assets and contact information in the beneficiary letters. The Medicaid recipient hotline will refer calls to the appropriate county agency.

CARES UPDATES

Jill Jokela provided an update and a handout on CARES. March CARES highlights include:

- Web Attendance Entry – Statewide Rollout
- Enhancement to the Clearance Process in CARES
- Food Stamp (FS) Enhancements
- Caretaker Supplement (CTS) Special Process

Web Attendance Entry:

A question was asked about how to identify which providers had entered attendance via the new web attendance reporting application. There is a report (Attendance to be Confirmed) under the Reports tab in CCPI that provides that information for confirmation counties. For non-confirmation counties, there are currently no reports that will identify who has and has not entered attendance. Individual querying of the attendance screens by the provider is the mechanism for getting that information at this time. Any questions, concerns, or comments about the new child care web attendance application should be directed to Pirkko Zweifel, Rebecca Brueggeman, or Joan Ellenbecker in the Office of Child Care.

Case Directory:

Jim Jones asked if the paper copy of the case directory that is provided to counties is used, how it is used, were there ways county agencies thought it could be reduced in size, etc.

Jim explained that presently the case directory consists of 1.8-mn pages and is printed and distributed to each county monthly. The cost to print a document this large is \$10,000 monthly.

County staff agreed that most supervisors in the county use the directory to move caseloads around. They also use it for local QA purposes.

Counties were asked to think about the questions asked and to bring information from their county back to the May meeting for future discussion.

IRS Data Exchange:

The IRS Data Exchange is no longer available to non-government employees. The IRS has turned off access to this for all private agencies, including the tribal agencies and contractors.

County staff said they had not been informed by anyone at the state or federal level. The first they knew about it was when one of their contractors or their own staff notified them that they could no longer use the system.

There would be further discussion on this at the next Business Manager's meeting.

MANAGEMENT EVALUATION QUALITY CONTROL (MEQC)

This agenda item was moved to the May 16, 2002 agenda because of time constraints.

**The next meeting will be:
May 16, 2002
GEF III, Room 041
1:00 p.m. to 3:30 p.m.**

